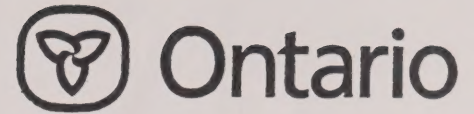


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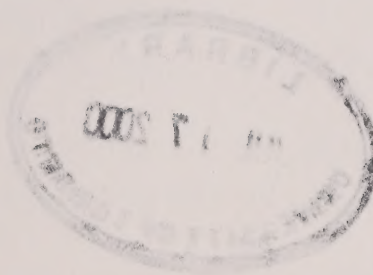
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# **STARTING A NEW BUSINESS?**

## **EXPANDING AN EXISTING ONE?**



**Information Package for Business**




**This package contains the following:**

**Starting Your Business the Right Way  
[Ministry of Labour]**

**Ontario Business Connects \*  
[Ministry of Consumer and Commercial Relations]**

**Canada-Ontario Business Call Centre**

\* Reprinted from the Internet [<http://www.ccr.gov.on.ca/obcon/welcome.htm>].



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# OUTREACH BULLETIN

## Starting your business the right way

This information might be helpful to you if you are planning to start your own business. The following is some basic information regarding occupational health and safety and employment standards from the Ontario Ministry of Labour.

As an employer some of your basic responsibilities in health and safety will include:

- ◆ ensuring that the health and safety of employees are not in danger at any time;
- ◆ making sure that there are no violations of the health and safety law and regulations in the workplace or in the equipment in the workplace;
- ◆ telling your employees about any hazards in the workplace and how to handle equipment that might be dangerous;
- ◆ receiving training in health and safety and setting up a health and safety committee if your business has twenty or more employees;
- ◆ notifying the Ministry of Labour immediately if a critical accident occurs in the workplace;
- ◆ posting a copy of the *Occupational Health and Safety Act* in your workplace, along with any materials from the Ministry of Labour that explain the law;
- ◆ registering your business with the Workplace Safety Insurance Board.

In the area of employment standards, some of the minimum standards are as follow:

- ◆ employers have to keep payroll records, including hours of work; the general minimum wage is \$6.85 an hour;
- ◆ an employee shall not work more than eight hours a day or 48 hours a week. The director of Employment Standards, may, in writing, approve a regular workday of more than eight hours but not in excess of 12 hours;
- ◆ with certain exceptions, at least time and one-half the regular rate must be paid after 44 hours in a week;
- ◆ public holiday benefits apply to full-time, part-time and student employees. Employees are entitled to eight paid public holidays: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and December 26th (Boxing Day);

*Continued on page 2*

- ◆ after twelve months of employment, employees are entitled to two weeks' vacation with pay or the vacation pay must be at least four per cent of the total wages for the year for which the vacation is given;
- ◆ pregnancy leave is a right. A pregnant woman can take a leave of at least 17 weeks if she has been employed for at least 13 weeks before the estimated date of delivery;
- ◆ parental leave is a right. An employee can take a leave of up to 18 weeks to take care of a new child.

If you like more information on any of these topics, you can:

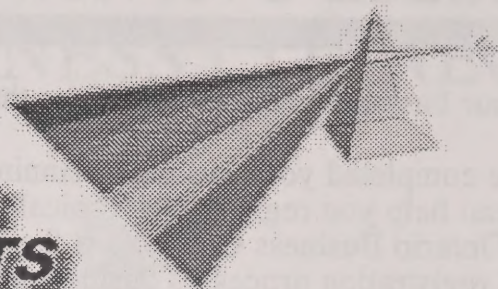
- ◆ consult our web-site at [www.gov.on.ca/LAB/main.htm](http://www.gov.on.ca/LAB/main.htm)
- ◆ call your nearest Ministry of Labour office [consult the blue pages of your local telephone directory under "Labour" in the "Government of Ontario" section]
- ◆ call 1-800-531-5551 if there is no local number for employment standards.

Outreach Bulletin is a publication of Ontario's Ministry of Labour.  
You are free to publish it in English or in translation. The Ministry only asks that a tear sheet of the article be sent to: Marc Pichette, Outreach Officer, Ministry of Labour, Communications & Marketing Branch, 400 University Avenue, 15th Floor, Toronto, ON M7A 1T7  
Tel:(416) 326-1407.





## ONTARIO BUSINESS CONNECTS



# A Spectrum of Business Services

Ontario Business Connects (OBC) is the government's initiative to simplify and streamline the existing registration and reporting processes for Ontario businesses.

Through workstation technology, businesses can instantly register their companies electronically and complete other important start-up applications at one location.

Before you register your new business, we suggest you take a look at our [Business Toolkit](#) to help you plan your business strategy and market your product or service.

Ontario Business Connects is also the government lead to implement the Service Delivery Strategy for the Business Community. It is the policy of the Government of Ontario to encourage private sector participation in the strategy's implementation. Specific opportunities for participation will be published as they occur. All vendor-related information can be found in the [Vendor Information](#) category.

You can contact the Ministry of Consumer and Commercial Relations General Inquiry Unit toll-free in Ontario at 1-800-268-1142, or in the local Toronto area at (416) 326-8555. TTY (for the hearing/speech impaired) (416) 326-8566.



# Registration Overview

Registering your business is faster and easier than ever before!

Once you have completed your business planning, the Ontario Business Connects computer workstations can help you register electronically for several different applications and from one location. Ontario Business Connects is the Ontario government's initiative to simplify and streamline the registration processes businesses must deal with when starting up or expanding.

Not only are the workstations faster and easier, they are a welcome relief to long lineups at government offices, paperwork and red tape. You can do it yourself and it only takes about 20 minutes. [Click here for the computer workstation closest to you](#)

For those starting an unincorporated business (a sole proprietorship--an individual who operates the business; or a general partnership--a business with two or more partners) or expanding an existing corporation, here's a list of the five most commonly required applications you can complete electronically at the workstation:

- \* Business Names Registration
- \* Retail Sales Tax Vendor Permit
- \* Employer Health Tax
- \* Health Tax for the Self-employed
- \* Workplace Safety and Insurance Board

You can also do an **instant** Business Name search to see whether another business has the same name as the one you're planning to use.

## Time to renew your Business Name?

In Ontario unincorporated businesses must renew their business name every five years, which you can do at the workstation in about 20 minutes.

## How much will it cost me to register at the workstation?

There is no fee to use the workstation. Registering or renewing your Business Name at the workstation is \$70 and a name search is \$10 (through the mail is \$60 and \$8 respectively, but you can expect a 6-8 week delay).

## Licences/Permits/Regulations

Licences, permits and government regulations may vary depending on the municipality, town or city in which you establish your business. It may be beneficial to research the area that you are interested in by clicking on one of the following choices. Each link offers not only information on permits and licences, but also provides a full range of value-added services available to businesses.

[Cities and towns in Ontario](#)

[Chambers of Commerce](#)



# ONTARIO BUSINESS CONNECTS

**Ready to register your  
new business?**

**Time to renew your  
existing business  
registration?**

**Hiring employees  
for the first time?**

**Ontario Business  
Connects can help you  
save time!**

**Call toll-free  
1-800-565-1921  
or 416/314-9151**



## **CALL US:**

For the **LOCATION** of the nearest  
Ontario Business Connects  
computer workstation.

For **INFORMATION** about business  
start-up registrations.

To **ORDER** your free business regis-  
tration application form for sole  
proprietorships, general partnerships  
AND existing corporations.

**TAKE ADVANTAGE** of the easy-to-use,  
self-help computer workstation to  
renew your business name or  
complete many of the applications  
you will need to start or expand  
your business, such as:

Business Name Registration  
and Renewal

Retail Sales Tax

Workplace Safety and  
Insurance Board

Employer Health Tax

Health Tax for the Self-Employed  
(unincorporated businesses only)

## **HERE IS SOME REGISTRATION INFORMATION:**

### **BUSINESS NAME REGISTRATION**

**(existing corporation)** If you plan to  
operate your business under a name  
other than the corporate name, you  
must register a Business Name.

**BUSINESS NAME REGISTRATION (sole proprietorship/general partnership)**

All businesses that operate under a name other than the owner's must register their Business Name, which is placed in the public record.

**BUSINESS NAME RENEWAL** Businesses must renew their Business Name registration every five years.

**RETAIL SALES TAX VENDOR PERMIT**

You need a vendor permit if your business makes regular taxable sales and/or provides a taxable service.

**EMPLOYER HEALTH TAX** Employer Health

Tax is paid by all businesses with one or more employees. It is calculated on the total Ontario wages and salaries paid to employees.

**HEALTH TAX FOR THE SELF-EMPLOYED**

If you are self-employed, a resident of Ontario and have a net income of more than \$300,000 a year from all businesses, you must register.

**WORKPLACE SAFETY AND INSURANCE BOARD**

When you hire employees or contractors, in most cases you must register with the Workplace Safety and Insurance Board (WSIB).

The WSIB pays benefits to workers who are injured on the job or who develop an occupational disease.

**ONTARIO BUSINESS CONNECTS BRINGS YOU "ONE-WINDOW" SERVICE**

Use the self-help workstation...

FOR INSTANT Business Name registration and renewal.

TO COMPLETE the other applications you need ELECTRONICALLY.

TO DO an on-line Business Name search.

TO APPLY for a federal Business Number.

**IF YOU CAN'T GET TO A WORKSTATION, CALL THE HELPLINE TO ORDER A REGISTRATION FORM CUSTOMIZED TO YOUR BUSINESS NEEDS...**

SAVE TIME and complete up to five business applications on one easy-to-use form. Return your completed form to a single address.

TRACK the status of your registration applications by calling the Helpline.

You receive PRIORITY PROCESSING when you use either the workstation or the customized form.

**CALL THE HELPLINE AT**

**1-800-565-1921**

or 416/314-9151

for more information.

TDD 416/326-8566

(Device for the Deaf)

<http://www.ccr.gov.on.ca>



# C O B C C

[Canada-Ontario Business Call Centre]

the Business Information Source

Starting a new business? Expanding an existing one?

The Canada-Ontario Business Call Centre [C.O.B.C.C.] is your single access point for comprehensive information on federal and provincial government services, programs and regulations. It identifies government information and resources that can help you run your business more effectively.

Telephone: (416) 954-4636  
1-800-567-2345 (toll-free)

Fax: (416) 954-8597

FaxBack: (416) 954-8555  
1-800-240-4192

E-mail: [info@cobsc.org](mailto:info@cobsc.org)

Web: <http://www.cbosc.org/ontario/about.html>

